

# GET DOWN TO BUSINESS.....



**A WASTE MANAGEMENT GUIDE  
FOR SMALL BUSINESS AND COMMERCIAL FIRMS**

# REDUCE

Source reduction is the design, manufacture, purchase, or use of materials (such as products and packaging) to reduce the amount or toxicity of trash generated. Source reduction can help reduce waste disposal and handling costs because it avoids the costs of recycling, municipal composting, landfilling, and incineration. It also conserves resources and reduces pollution.

## *Source reduction tips:*

- Consider the amount of packaging on an item before purchasing it. Overpackaging creates waste.
- Purchase items in the large, economy size and use concentrates mixed in reusable containers.
- Make two-sided copies and purchase printers and copiers with the capability of printing on both sides.
- Avoid purchasing disposable products.
- Take steps to use nonhazardous or less hazardous products. But if you must use products with hazardous components, use only the amounts needed.
- Allow mown grass clippings to remain on the lawn to decompose and return nutrients back to the soil, rather than bagging and disposing of them.
- Reduce unwanted junk mail by writing to the following companies and requesting that your business be removed from their mailing lists:

*Mail Preference Service  
Direct Marketing Association  
11 West 42nd Street  
P O Box 3861  
New York, NY 10163*

*Direct Marketing Association  
Mail Preference Service  
P O Box 9008  
Farmingdale, NY 11735*

- Use the phone, electronic mail and electronic bulletin boards instead of making paper copies of correspondence.
- Store documents on computer disks and tape, and edit documents on the computer before printing them.



- Purchase durable goods and products that have a long life expectancy.
- Use routing slips for reports, memos, magazines, journals and other printed items rather than making or using multiple copies.
- Keep mailing lists current to avoid duplicate and unnecessary mailings.
- Increase efficiency in the use of raw materials, energy, water or other resources.
- Improve inventory control (first in-first out), housekeeping, maintenance and training.
- Purchase only the amount needed to do the job.

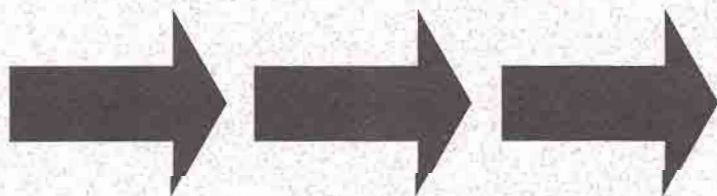


# REUSE

Reuse is the use of a product more than once in its same form for the same purpose or for different purposes, such as returning shipping pallets to suppliers for reuse, or reusing a coffee can as a container for nuts and bolts. Reuse is not recycling. Recycling will be addressed in the next section of this guide.

## *Reuse tips:*

- Reuse cardboard containers and paper boxes for storage or shipping.
- Use washable glasses, cups, and mugs instead of disposable paper or plastic.
- Use rechargeable batteries in equipment, tools, appliances, etc.
- Use cloth items that can be washed and reused, i.e., towels, napkins, clean-up cloths.
- Use the back side of one sided copies for scratch pads and notes, or for printing or photocopying "draft" documents.
- Use resealable containers for lunches and leftovers instead of disposable wraps and foils.
- Donate unwanted equipment, materials, and supplies (i.e. chemicals, paints, cleaners) instead of disposing of them.
- Maintain and repair equipment, furniture and vehicles, and consider a "preventive" maintenance program.
- Rent, lease or borrow equipment, tools, appliances, etc. that are used infrequently.
- Reuse old file folders and 3 ring binders.
- Reuse packing materials.
- Send laser printer toner cartridges to a reprocessor for reuse.





# RECYCLE

Recycling is collecting, separating, processing, marketing, and ultimately using a material that would have been thrown out. The keys to making recycling work in your company are *1) support from top management, 2) willing participation from employees and staff and 3) stable markets for the materials recycled.*

The first step in starting a company recycling program is to conduct an analysis of what your business is throwing in the trash can, which will in turn go to the dumpster. In the office areas you will find paper, paper and more paper. Paper comes in many forms such as copy paper, fax paper, computer paper, newspaper, magazines, cardboard, boxboard, paper packaging, envelopes, folders, paper bags, and on and on. The good news is that most cities have processors that handle waste paper and ship it off to papermills (many of which are right here in Alabama). Other items with good markets in Alabama include metals (steel and aluminum), plastic and glass. If your company has a fleet of vehicles you will also want to recycle the used motor oil, oil filters and batteries.

Once you have determined what is in your company's waste stream, you will need to find a recycling collector/hauler/processor and work with them to see what kind of collection system will work best in your facilities. They can also assist your company in designing a system that will minimize contamination of your recyclables and bring the best price. If a hauler is not available you may have to transport the materials yourself to a scrap dealer or recycling center.



*Placing the collection containers and educating the employees and staff are the next steps. Some companies may have the employees emptying their own*

recycling containers while others will have the janitorial staff empty the containers. Whichever way you go, training and education will be the key to making the recycling program work and produce the results you want. Periodic evaluations will be necessary to ensure that the program is running smoothly.

### *Remember the steps:*

- Get the "green light" from top management.
- Conduct waste stream analysis.
- Identify local markets, processors and haulers.
- Develop the collection/separation plan and place containers.
- Educate and train employees and janitorial staff.
- Monitor and evaluate the program periodically, and make changes as necessary.

**COMPOSTING** is a special type of recycling and is defined as: the controlled microbial decomposition of organic matter (such as food scraps and yard trimmings) in the presence of oxygen into a humus or soil-like material. As suggested before, if your company maintains its own property make it a practice to allow mown grass clippings to remain on the lawn to decompose and return nutrients back to the soil, rather than bagging and disposing of them. If grass clippings and leaves are collected and there is space available, you may want to consider building and maintaining a compost pile. Finished compost material can be used in gardens, flower beds and other ground applications.





## **Buy Recycled Products:**

Finally, no recycling program is complete unless it "closes the loop", that is, it must have a strong BUY RECYCLED program. In fact, recycling will only work if we buy products, supplies and materials with recycled content. Prices for commodities with recycled content are often competitive with those made of virgin materials. Those in charge of purchasing for the company should work with vendors to see what recycled content commodities are available and to purchase them when possible.



**COMPLETE THE CYCLE  
BUY AND USE  
RECYCLED PRODUCTS**

## **FOR HELP AND MORE INFORMATION:**

Waste Prevention and Recycling  
(Federal Agency)

Office of Solid Waste  
US EPA, Region 4  
Atlanta Federal Center  
100 Alabama St., SW  
Atlanta, GA 30303-3104  
404-562-8455

Solid Waste  
(State Agency)

ADEM — Land Division  
Solid Waste Branch  
P O Box 301463  
Montgomery, AL 36130-1463  
334-271-7988

Pollution Prevention  
(State Agency)

ADEM — Special Projects  
Pollution Prevention Unit  
P O Box 301463  
Montgomery, AL 36130-1463  
334-213-4300

Steel Recycling

Steel Recycling Institute/SE Region  
4400 Bayou Blvd Suite 16-D  
Pensacola, FL 32503  
904-479-7208

Aluminum Recycling

Aluminum Recycling Association  
1000 16th St NW, Suite 603  
Washington, D.C. 20036  
202-785-0951

Glass Recycling

Glass Packaging Institute/SE Region  
P O Box 5951  
Clearwater, FL 34618  
813-799-4917

Paper Recycling

American Forest & Paper Assoc.  
1250 Jefferson Ave NW  
Washington, D.C. 20036  
800-878-8878

Plastic Recycling

American Plastics Council  
Southern Region  
2727 Pace Ferry Rd Ste 1-1240  
Atlanta, GA 30339  
404-801-9004

Used Motor Oil  
Recycling

Project R.O.S.E.  
University of Alabama  
Box 870203  
Tuscaloosa, AL 35487-0203  
205-348-4878  
800-452-5901 (in state)



## **OTHER PUBLICATIONS:**

### Facility Pollution Prevention Guide

CERI Publications Unit  
US EPA  
26 W. Martin Luther King Drive  
Cincinnati, OH 45268  
513-569-7562

### Office Paper Recycling Guide

National Office Paper Recycling Project  
The U.S. Conference of Mayors  
1620 Eye Street, NW, Fourth Floor  
Washington, D.C. 20006  
202-293-7330

### Recycled Products Guide

Recycled Products Guide  
P O Box 577  
Ogdensburg, NY 13669  
800-267-0707

### Buy Recycled Business Alliance

National Recycling Coalition  
1727 King Street, Suite 105  
Alexandria, VA 22314-2720  
703-683-9025

### Compost Handbook,

### Processing Recyclables for Markets: A One-Step Commodity Guidebook,

### State Recycling Brochure, or

### Procurement Recycling Guide

ADECA - STE Division  
P O Box 5690  
Montgomery, AL 36103-5690  
334-242-5336  
800-392-8098

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